General Position Information

Job Title: 23931 - Assistant DNI for Information and Data (ADNI I&D) - SNIS Professional Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 02/14/2019 - 03/01/2019

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 2 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:

    o Current ODNI permanent cadre.

- For a detailee assignment:

    o Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

Strategy and Engagement aligns the IC's current focus with our future strategy to drive national security outcomes. We position the IC to achieve our future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovation; re-imagining data management in the digital age; establishing clear policy and direction; and actively engaging with our overseers and the public. The Information and Data Office (IDO) reimagines the data and information landscape in light of our digital future, ensuring that the IC acquires, collects, creates, protects, uses, shares, and manages data and information in a way that enables the IC to know, find, and use the information at the speed of relevance.

Major Duties and Responsibilities (MDRs)

- The success of the Intelligence Community depends on our ability to put information to its best use, consistent with law and policy. To better enable IC success, the Information and Data Office (IDO) has brought together an array of responsibilities to work more effectively with the Community in addressing our most complex and consequential information and data challenges, including modern data management and infrastructure. IDO plays an essential role in pursuing this key IC initiative, the goal of which is to make IC data discoverable, accessible, and usable through secure, modernized systems and standards.

- The ADNI/I&D provides first-line management over IDO senior managers to lead the IC in managing information and data to ensure that it gets to the right people at the right time and in the right form. Specifically, the ADNI is:

- The IC Chief Data Officer and IC Information Sharing and Safeguarding Executive responsible for improving strategic data and information management issues across the Intelligence Community. This includes working with other ODNI components and IC partners to develop & implement capabilities, and oversee compliance & enforcement of policies and standards via established governance bodies.

- Manages the IDO divisions; direct a professional level staff, evaluate performance, collaborate on goal setting, and provide feedback and guidance regarding personal and professional development opportunities.

- In partnership with IDO divisions, other S&E offices, and the IC Chief Information Officer, ensures IC data and information systems, policies, and procedures are built with an end-to-end view, taking into account the future of data.

- Oversees the creation, updating, and implementation of information management practices within ODNI and across the IC to promote consistent and repeatable information management processes.

- Plays a key role in the overseeing, managing, and setting strategic direction on controlled access programs within the IC.

- Oversees the governance, guidance, and dispute resolution process for IC and ODNI controlled access programs and related activities.

- Oversee the governance framework of the IC CDO Council and related activities to meet IC and DNI goals and objectives of increased mission integration while ensuring information assurance.

Mandatory and Educational Requirements

- Demonstrated leadership capabilities with the experience to effectively communicate organizational vision and align employee and program performance to the mission.

- Significant experience developing and implementing data and information management strategies, policies, and standards within the Intelligence Community.

- Expert ability to generate IC-wide performance metrics, coordinate, and integrate execution of implementation plans; oversee change management process.

- Record of success in building teams, leading change, and working effectively with others in a diverse, complex and evolving environment.

- Excellent communication and interpersonal skills, including ability to exert influence with senior leadership and communicate effectively at all staff levels, both internal and external to the organization.

- Prior experience as an executive leader in the ODNI or an IC element.

Desired Requirements

- Extensive experience in Information Technology or Information Management disciplines.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and bankssa@dni.ic.gov *(Sandra B.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC <u>must</u> submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov *(Faith P.)* and bankssa@dni.ic.gov *(Sandra B.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE</u>.**